



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
Approved For Release 2002/08/21 : CIA-RDP85B00236R000100040002-8  
WASHINGTON, D. C. 20301

COMPTROLLER

(Security Policy)

9 11 1977

Mr. Michael J. Malanick  
Acting Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Malanick:

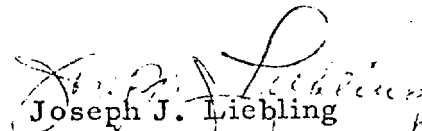
In response to a September 29, 1977 request from [ ] of your office, enclosed are copies of Special Guidelines for Downgrading or Declassifying Department of Defense (DoD) World War II (pre-January 1946) Records and Special Guidelines for Downgrading or Declassifying DoD Records Dated or Produced From January 1, 1946 through June 30, 1950.

**STATINT  
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Your Agency is authorized to apply the above-mentioned guidelines to those official DoD classified records in your custody and which are under the exclusive or final classification authority of this Department. As indicated above, these guidelines pertain only to DoD records originated prior to 1 July 1950.

Declassification of information under these guidelines is not authorization for public release. Any DoD originated information, which is intended for public release after declassification, should be cleared by the Director of Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs).

Sincerely,

  
Joseph J. Liebling

Deputy Assistant Secretary of Defense

Enclosures - 2

**OSD HAS NO OBJECTION TO  
DECLASSIFICATION AND RELEASE.**

OSD review(s) completed.

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DEPARTMENT OF DEFENSE

Special Guidelines for Downgrading or Declassifying  
Department of Defense Records Dated or Produced  
From January 1, 1946 through June 30, 1950

Concerning classified documents and other materials which are dated or which were produced from January 1, 1946 through June 30, 1950 and contain information over which the Department of Defense exercises exclusive or final original classification authority, the following special rules shall apply:

1. All classified documents or other material above described are hereby declassified, except those which after review, are determined to contain information described in subparagraphs a through k below:

a. Information originated by or clearly attributed to foreign governments, their agencies, international organizations and groups (including the Combined Chiefs of Staff) or to U.S. Government agencies other than DoD components. This does not include DoD classified information furnished to such entities or information contained in documents or other material captured from an enemy during wartime.

b. Information concerning communications intelligence or cryptography, or their related activities. This includes information concerning or revealing the processes, techniques, technical material, operation or scope of communications intelligence, cryptography and cryptographic security. It also includes information concerning special cryptographic equipment, certain special communications systems designated by the department or agency concerned, and the communications portion of cover and deception plans. Unless the foregoing information is revealed, it does not include such passive measures as physical security, transmission security and electronic security.

c. Information concerning electronic intelligence and electronic warfare support measures, or their related activities: This includes:

(1) Information concerning or revealing the nicknames/nomenclatures, functions, technical characteristics, or descriptions of foreign noncommunications electronic equipment currently in use, their employment/deployment, and their association with weapons systems or military operations.

(2) Information concerning or revealing the process, techniques, operations or scope of activities involved in acquiring, analyzing and evaluating the above information, as well as the degree of success obtained therein.

d. Restricted Data which is currently defined by the Atomic Energy Act of 1954, as amended, as information concerning:

- (1) Design, manufacture or utilization of atomic weapons;
- (2) the production of special nuclear material; or
- (3) the use of special nuclear material in the production of energy, but not to include information declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act.

e. Formerly Restricted Data which is defined as information removed from the Restricted Data category upon determination jointly by the Atomic Energy Commission and Department of Defense that such information relates primarily to the military utilization of atomic weapons, and that such information can be adequately safeguarded as national security information.

f. Nuclear propulsion information or information concerning the establishment, operation, and support of the U.S. Atomic Energy Detection System, unless otherwise specified by the pertinent AEC-DoD classification guide.

g. Information which would adversely affect the conduct of present day and future U.S. foreign policy; plans (whether executed or not) and programs relating to current international security affairs.

h. Information concerning or revealing escape, evasion, cover, or deception plans, procedures, and techniques, or operations related thereto which requires protection currently.

i. Information which reveals sources or methods of intelligence or counterintelligence activities or methods of special operations requiring protection currently. Unless the foregoing information is revealed, this does not include intelligence estimates, plans (whether executed or not), directives and reports which may be a part of operational plans or combat operations orders.

j. Information concerning naval systems and equipments in the following categories which are in current use or projected for future use or design:

1/ By CNO (OP-009D3) memorandum of 15 February 1974, the Department of the Navy advised the Office of the Assistant Secretary of Defense (Comptroller) that with the exception of certain mine warfare information, all information pertaining to naval ship's systems and equipments dated prior to 1 January 1946 has been declassified.

(1) Operational characteristics of surface combatant ships commissioned on or after January 1, 1946 or modernized after that date regardless of date of commission as follows:

(a) Speeds associated with specific tactical situations if such speeds are currently in use.

(b) Vulnerabilities as they relate to the side and bottom protective systems.

(c) Endurance

(d) Ship silencing information which would permit a possible enemy to positively identify specific ships.

(e) Tactical characteristics (e.g. times for ship turning; zero to maximum speed; maximum to zero, etc.).

(2) Information uniquely applicable to nuclear powered submarines.

(3) Operational characteristics of diesel submarines still in the operational fleet (e.g. maneuverability; submerged speed; operating depth; endurance; signature characteristics including silencing techniques; protective systems; and special operational assignments).

(4) Sound Surveillance Systems (SOSUS - Project Jezebel or Project Caesar).

(5) Mines, mine sweeping and mine countermeasures.

(6) Electronic warfare information of any category originally classified Top Secret and has not been downgraded.

k. Operational plans for the offensive employment of Chemical and Biological Warfare to include specific identification of agents and munitions.

2. Though exempted from blanket declassification under the provisions of 1, above, all documents or other material containing information described in subparagraphs l. h through k, above, then classified Top Secret or Secret which are dated or were produced from January 1, 1946 through June 30, 1950 and over which the Department of Defense exercises exclusive or final original classification authority are hereby downgraded to Confidential.

3. All information over which the Department of Defense exercises exclusive or final original classification authority and which is categorized under 1. a through g, above, as being exempted from the blanket declassification hereby ordered, shall nevertheless be declassified if, upon review by the DoD department, agency or office currently having original classification authority over it, a determination is made that such information no longer requires any degree of security classification. In this connection, information categorized under subparagraphs 1. a through g, above, over which the Department of Defense does not exercise exclusive or final original classification authority should, whenever possible without undue interference with day to day operations, be referred for review and possible declassification to agencies or activities, foreign or U.S., having such authority.

4. Information or material over which the Department of Defense exercises exclusive or final original classification authority, exempted from blanket declassification under subparagraphs 1. a through g, above, and not already declassified after review under paragraph 3, above, shall, if it is already 30 years old or has less than 6 months remaining before it will become 30 years old, be reviewed to determine whether it requires continued protection under Section 5(E)(1) of Executive Order 11652. If so, it shall be listed and referred through established channels to the Secretary of Defense or the Secretary of the appropriate Military Department depending upon which head of Department has current security classification jurisdiction over it. This listing shall (1) identify the document or material involved, including its date of origin and field of interest, (2) recommend continued classification beyond 30 years to a specific future event which is certain to happen, or for a fixed period of time to terminate on December 31 of a given future year, and (3) state that the reason for the recommended continued classification is that earlier disclosure would place an identified or identifiable person in immediate jeopardy, or that, because of reasons which are stated, continued classification is essential to the national security.

5. The provisions of Section 4, Chapter IV of DoD Regulation 5200.1-R shall govern the remarking of all documents and other materials determined under these guidelines to be downgraded or declassified. These guidelines are effective immediately.

*M. P. Clement*

DEPARTMENT OF DEFENSE

MAY 3 1972

Special Guidelines for Downgrading or Declassifying  
Department of Defense World War II (pre-January 1, 1946) Records

Concerning classified documents and other materials which are dated or which were produced prior to January 1, 1946 and contain information over which the Department of Defense exercises exclusive or final original classification authority, the following special rules shall apply:

1. All classified documents or other material above described are hereby declassified, except those which, after review, are determined to contain information described in subparagraphs a. through i. below:

a. Information originated by or clearly attributed to foreign governments or their agencies or to international organizations and groups, including the Combined Chiefs of Staff. This does not include U.S. classified information furnished to such entities or information contained in documents or other material captured from an enemy during wartime.

b. Information concerning communications intelligence or cryptography, or their related activities.

(1) This includes information concerning or revealing the processes, techniques, technical material, operation or scope of communications intelligence, cryptography and cryptographic security.

It also includes information concerning special cryptographic equipment, certain special communications systems designated by the department or agency concerned, and the communications portion of cover and deception plans.

(2) However, provided the material does not reveal the foregoing information, this does not include radar intelligence or electronic intelligence, or such passive measures as physical security, transmission security, and electronic security.

c. Restricted Data which is currently defined by the Atomic Energy Act of 1954, as amended, as information concerning:

- (1) design, manufacture or utilization of atomic weapons;
- (2) the production of special nuclear material; or
- (3) the use of special nuclear material in the production of energy, but not to include information declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act.

d. Formerly Restricted Data which is defined as information removed from the Restricted Data category upon determination jointly by the Atomic Energy Commission and Department of Defense that such information relates primarily to the military utilization of atomic weapons, and that such information can be adequately safeguarded as classified defense information.

e. Nuclear propulsion information or information concerning the establishment, operation, and support of the U.S. Atomic Energy Detection System, unless otherwise specified by the pertinent AEC-DoD classification guide.

f. Information concerning or revealing escape, evasion cover, or deception plans, procedures, and techniques, or operations related thereto which requires protection currently.

g. Information which reveals sources or methods of intelligence or counterintelligence activities or methods of special operations requiring protection currently. However, provided the material does not reveal the foregoing information, this does not include intelligence estimates, plans (whether executed or not), directives and reports which may be a part of operational plans or combat operations orders.

h. Technical information concerning Naval systems and equipments in the following categories to be designated by the Department of the Navy as being in current use or projected for future use or design and which reveals the capabilities, limitations, or vulnerabilities of such systems or equipments and thus could be exploited to counter, render ineffective, neutralize or destroy them:

- (1) Design characteristics of combatant ships (fighting ships of the line)
- (2) Combatant ship armor, protective and damage control systems, and war damage reports.



(3) Mines, mine sweeping, and mine countermeasures.

(4) Electronic equipment and componentry listed as classified in current editions of the Military Standardization Handbook, Security Classification and Cognizant Activity of Electronic Equipment (MIL-HBK 140).

i. Information which would adversely affect the conduct of present day and future U.S. foreign policy and plans (whether executed or not) and programs relating to current international security affairs.

2. Though exempted from blanket declassification under the provisions of 1, above, all documents or other material containing information described in subparagraphs 1. f. through i., above, then classified Top Secret or Secret which are dated or were produced prior to 1 January 1946 and over which the Department of Defense exercises exclusive or final original classification authority are hereby downgraded to Confidential.

3. All information over which the Department of Defense exercises exclusive or final original classification authority and which is categorized under 1. a. through i., above, as being exempted from the blanket declassification hereby ordered, shall nevertheless be declassified if, upon review by the DoD department, agency or office currently having original classification authority over it, a determination

is made that such information no longer requires any degree of security classification. In this connection, information categorized under subparagraphs 1. a. through i., above, over which the Department of Defense does not exercise exclusive or final original classification authority should, whenever possible without undue interference with day to day operations, be referred for review and possible declassification to agencies or activities, foreign or U.S., having such authority.

4. Information or material over which the Department of Defense exercises exclusive or final original classification authority, exempted from blanket declassification under subparagraphs 1. a. through 1. i., above, and not already declassified after review under paragraph 3., above, shall, if it is already 30 years old or has less than 6 months remaining before it will become 30 years old, be reviewed to determine whether it requires continued protection under Section 5(E)(1) of Executive Order 11652. If so, it shall be listed and referred through established channels to the Secretary of Defense or the Secretary of the appropriate Military Department depending upon which head of Department has current security classification jurisdiction over it. This listing shall (1) identify the document or material involved, including its date of origin and field of interest, (2) recommend continued classification beyond 30 years to a specific future event which is certain to happen, or for a fixed period of time to terminate on December 31 of a given future year, and (3) state that the reason for the recommended continued classification is that earlier disclosure

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would place an identified or identifiable person in immediate jeopardy,  
or that, because of reasons which are stated, continued classification  
is essential to the national security.

5. The provisions of Section IV., DoD Directive 5200.9 shall  
govern the remarking of all documents and other materials deter-  
mined under these guidelines to be downgraded or declassified.

These guidelines are effective immediately.

*Kenneth Rush*

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Revised 12/14/77 - WMM

WORKFLOW/PROCEDURES FOR RECORDS DECLASSIFICATION

Responsible Individual

Action

Records Control Clerk

- (1) Upon direction of Senior Review Officer telephones Archives to call records, by Archives job numbers (based on review of automated records shelf lists), up for declassification review. Notes for suspense and followup job numbers and numbers of boxes requested.
- (2) When records received, checks job numbers for validity and ascertains all jobs requested have been received. Assigns Records Review Branch Project Number (obtainable from Senior Review Officer), prepares file card with RRB Project Number, OPI (Office of Primary Interest) Number, Archives Job Number, number of Archives boxes, and date of receipt of Job in Records Review Branch.
- (3) Clerk insures folders are in order in each box, filed consecutively by folder number. If folder numbers do not appear

on folders clerk checks automated records shelf list to determine the folder order and numbers and writes the numbers on corresponding folders. Single documents such as memoranda, bound reports, etc. not in folders are considered individual "folder-documents" and will have folder numbers placed on them in the lower left hand corner of the first page. If not already appearing on "folder-documents" clerk assigns numbers consecutively, beginning with 001, in order as shown on the automated records shelf list. This folder numbering will apply to all material not otherwise contained in separate file folders, without regard to the originator of the document, even though review action will be taken only on Agency-originated documents.

Records Control Clerk

- (4) Clerk stamps the declassification action review stamp on each Agency document (preferably on a margin on the first page of the document, space permitting,

(3)

or, on the reverse of the first page.

(This stamp is to appear only on Agency-  
originated documents. Other U. S. Govern-  
ment documents,  etc.

will not be stamped nor will a Form 4023A  
be prepared for them. The reviewer will  
keep a simple statistical count of non-  
Agency documents handled.)

Records Control Clerk

- (5) Clerk counts number of pages of each  
Agency document and numbers each docu-  
ment serially within each folder, be-  
ginning with 001. Clerk fills in follow-  
ing portions <sup>of</sup> ~~for~~ Form 4023A: Project  
No., Job No., Box No., Folder No. and  
Document No., creation date of document  
(if given), document identification no.,  
OPI, type of document, original classi-  
fication of document, number of pages,  
and document title (if evident). (When  
filling in folder and document numbers  
of 4023A's for loose material ("folder-  
documents") not contained in individual  
file folders, recording will be by the  
folder number appearing on the lower  
left hand corner of the document.

(4)

Since each document stands as a separate "folder" the document number will always be 001. For example, if the first, second and third loose documents in an Archives box are Agency documents, they are identified as Folder No. 001, Document 001; Folder No. 002, Document No. 001, and Folder No. 003, Document 001 on their respective 4023A's.)

Reviewer

(6) Reviewer then reviews each Agency document, notes any questionable names on the namecheck form for handling by the Records Control Clerk and the Senior Review Officer, and when a decision has been reached notes same on Form 4023A, completes the declassification action stamp blocks on the reviewed document as appropriate. If reviewer is unable to decide as to whether or not a document is to be declassified or retained as classified, an "X" is inserted in the "Review Classification" block on Form 4023A. If the document is to be retained



as classified the reviewer inserts the appropriate 2-digit retention justification code in the block, and the next review date (10 or 55 years) in the "Next Review Date YY" block. Reviewer also completes review date, reviewer number, and document title (if not already completed by Clerk). Reviewer strikes through classification markings on at least front and back covers of publications declassified or downgraded, or strikes through markings on each page of individual documents if documents are relatively short.

Records Control Clerk

- (7) Prepares Form 325 on all documents to retain a classification. Separates classified from unclassified documents in same folder by placing all unclassified Agency documents in a manila envelope in the folder. All remaining material will be either Agency classified material and/or classified or unclassified material of other U. S. Government agencies, international organizations, or foreign government material. (It is not

necessary to separate classified material

(6)

of other agencies from CIA classified material remaining in the file.)

Records Control Clerk (8) Packages reviewed records in original Archives boxes and then in REcords Center shipping boxes, affixes and marks contents label as appropriate (if not previously marked and affixed by reviewer), forwards records to Archives using Form 240 (Courier Receipt and Log Record). NOTE: Special transmittal procedures must be followed when returning/forwarding Top Secret and Codeword material.

(For sample "Contents" label, see Att #1)

SEE ATTACHED ALTERNATIVE HANDLING PROCEDURES  
WHICH WILL BE FOLLOWED WHENEVER REVIEWER IS UNABLE  
TO REACH A DECISION AS TO DECLASSIFICATION OF A  
SPECIFIC DOCUMENT OR FILE

UNCLASSIFIED

## DECLASSIFICATION WORKSHEET

PROJECT NUMBER	REVIEW DATE			Approved For Release 2002/08/21 : CIA-RDP85B00236R000100040002-8		REVIEWER NO.	REVIEWER	RECORDS GROUP	ENTRY	<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
	DD	MM	YY							
-										

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NO.		CREATION DATE					
					D	D	M	M	Y	Y

DOCUMENT IDENTIFICATION NUMBER	OPT	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES

DOCUMENT TITLE																							

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION																			

☐ SECRET☐ CONFIDENTIAL☐ UNCLASSIFIED